

CITY OF ATLANTA, GEORGIA CLASSIFICATION SPECIFICATION

Job Title: Administrative Analyst

Date: 2001

Purpose of Job

The purpose of this job is to provide computer data and human resources productivity analysis to an assigned department. Duties and responsibilities include, but are not limited to: producing budget, human resources, equipment and project reports; conducting research surveys; producing performance indicators and reporting mechanisms; preparing, approving and scheduling applications; implementing programs to improve efficiency; and developing efficient ways to perform administrative tasks.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Work Delegation:

- Supervises and evaluates assigned staff, handling all employee concerns, directing work assignments, counseling and disciplining employees when necessary, and completing employee performance appraisals.
- Manages office operation and functions in the absence of the supervisor.
- Coordinates, conducts, and recommends training activities.
- Plans and organizes daily work routine; implements work activities in accordance with priorities.
- Assists in the direction and administration of important functions such as budgeting of programs and services.
- Performs analysis of departmental management needs; determines requirements; makes recommendations; ensures compliance with policies and procedures.

Administrative Duties:

- Generates reports, presentations, graphics, forms and other documents to demonstrate information flow and productivity survey results.

- Reviews monthly statistics, odometer readings, overtime hours, invoices, outsourcing and backlog reports to prepare comprehensive reports. Files reports for future comparative studies.
- Maintains and stocks computer supplies.

- Prepares, maintains, and updates files and logs following prescribed methods.
- Utilizes various computer systems; writes computer programs, as needed; performs system backups and upgrades.
- Assists with the development, preparation, and processing of the annual budget; prepares budget forms and calculations.
- Prepares financial spreadsheets, bid tabulations, reports, and studies analysis.
- Creates and modifies computer databases and programs.
- Handles incoming inquiries and requests; answers the telephone, routes and returns telephone calls; filing; typing routine correspondence, applications, forms and reports.

Communication:

- Represents an assigned department and City with professionalism and courtesy as the liaison between Department heads, the general public, other department staff, contractors, and vendors.
- Produces and ensures proper distribution of documents, reports forms and other notification material.
- Communicates and interacts with supervisors, members of the general public and all other groups involved in the activities of the department.
- May make oral and written presentations to governmental bodies, private organizations, and the public.
- May attend and/or chair various meetings and committees.

Quality Assurance:

- Examines and edits reports and other draft material such as, purchase orders, and vouchers for errors; corrects errors before producing final copy.
- Performs described duties and related assignments efficiently and effectively in order to produce quantity of work that consistently meets standards and expectations of the department.

Record Keeping and Documentation:

- Prepares, maintains, and updates files and logs.
- Prepares payroll documentation and forwards to accounting department.
- Reviews and verifies multiple reports and documents.
- Processes/posts and maintains logs and reports that must be signed or initialed by the Bureau Director.

- Maintains confidentiality of reports, documents, and correspondence of the Department and City.

Marginal Job Functions

- Performs other related duties as required.

Knowledge of Job

Has thorough knowledge of management and administrative practices, policies and procedures as necessary in the completion of daily responsibilities. Is able to administer policies, procedures, plans and activities and to monitor performance of employees against measured established goals. Knows how to administer operations and staff plans and objectives. Is able to implement long-term goals for the department in order to promote effectiveness and efficiency. Has extensive knowledge of applicable policies, standards and regulations pertaining to the specific duties and responsibilities of the job. Ability to keep abreast of any changes in policy, methods, operations, budgetary and equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with management, employees and members of the general public. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Have good organizational, management and technical skills. Is able to use independent judgement and discretion including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret personnel and financial reports and related materials.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Business/Public Administration, Accounting, Finance or related field required; three years of professional budget, personnel, systems and procedure analysis, or related administrative experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Supervisory experience preferred.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of job-related machines and/or Office Equipment. Must be able to move or carry job-related objects or materials. Physical demand requirements are at levels of those for sedentary or office environment work.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, technical, structural, compositional or identifiable characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability to communicate with people to convey or exchange professional information.

LANGUAGE ABILITY: Requires the ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures. May require the ability to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to communicate with and before others using correct English.

INTELLIGENCE: Requires the ability to learn and understand subject matter principles and techniques; to make independent judgments in absence of supervision within the scope of respective job duties and tasks; to acquire and be able to expound on knowledge of topics related to primary occupation.

NUMERICAL APTITUDE: May require the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret same as may be appropriate.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape.

MOTOR COORDINATION: Requires the ability to utilize job related equipment in the course of accomplishing job duties and tasks associated with respective primary duties.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to interact with people (i.e. staff, supervisors, general public and elected officials) beyond giving the receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.